



OFFICE OF CHIEF MEDICAL EXAMINER

We exist to provide answers in support of families, victims, and community during times of profound need.

CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Deputy Director of Medicolegal Investigations
Office Title: Tour Commander/Field Operations Manager
Division/Work Unit: Medicolegal Investigations
Work Location: 421 East 26th Street NY, NY 10016
Hours/Shift: 35 hours, which may include nights, weekends and holidays

Number of Positions: 1
Title Code No: 95497
Level: M1
Salary: \$132,000.00 (Annual)

The Office of Chief Medical Examiner investigates cases of persons who die within New York City from criminal violence, by accident, by suicide, suddenly when in apparent health, when unattended by a physician, in a correctional facility or in any suspicious or unusual manner or where an application is made pursuant to law for a permit to cremate a body of a person.

Our core purpose is to protect public health and serve impartial justice through forensic science and medicine. We exist to provide answers in support of families and communities during times of profound need.

The core values of **CARES** guide our work for communities and inform our behavior toward each other and all those we serve.

- **Commitment:** Dedicated to the mission at all times
- **Accountability:** Responsible to each other and the community
- **Resilience:** Adapt in the face of adversity
- **Excellence:** Achieve and maintain the highest quality
- **Service:** Innovate to meet evolving needs

JOB DESCRIPTION

The core values of the OCME are to put the mission of the agency first, to be truly dedicated and to have integrity in every aspect of our professional life. Under the oversight of the Deputy Director of Forensic Investigations and the direction of the Associate Director of Forensic Investigations, the Tour Commander (TC) is responsible for overseeing citywide case intake and investigations operations, directing the OCME's 'unity of effort, unity of command' structure. The Tour Commander should be a proactive, self-motivated individual who can work cooperatively across technical disciplines, in a high volume, fast-paced environment. The Tour Commander will be responsible for a wide range of activities, including, but not limited to, the following:

- Manage and disseminate operational reports and assignments
- Participates in OCME's readiness and 24/7 response teams for potential or confirmed multi-fatality incidents.
- Disseminate time sensitive notifications, as required
- Address, manage and mitigate operational issues
- Interface with religious leaders regarding religious objection cases.
- Responds to inquiries from the public, other city officials and agencies
- Interface with District Attorney Offices, NYC Police Department, and other external agencies.
- Respond to death scenes to supervise/facilitate investigations in progress and perform duties of MLI's in all five boroughs as needed.
- Monitor and track vehicle usage and ensures compliance with OCME Fleet directives
- Maintain operational scheduling and coverage.
- Provides advanced investigative support to Medical Examiners
- Performs other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS

1. Five years of experience as a Medicolegal Investigator; OR
2. A New York State license as a Physician Assistant with current Registration Certificate issued by New York State, plus two years of experience as a Physician Assistant and two years of experience as a Medicolegal Investigator; OR
3. A current Nurse Practitioner Registration Certificate issued by New York State, plus two years of experience as a Nurse Practitioner and two years of experience as a Medicolegal Investigator

LICENSE REQUIREMENT

The license and registration certificates listed above under qualification Requirements "2" or "3" if indicated must be maintained for the duration of this employment.

SPECIAL NOTE

1. Selected candidates will be required to provide a DNA sample by swabbing. In case of an emergency, your position may be designated as essential staff.
2. **This position has been identified as "essential." During emergency events, "essential" positions may require 24- hour availability.**

Please note that only candidates selected for interview will be contacted for this position.

****FINAL APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT & BUDGET APPROVAL****

POST DATE: July 2024	POST UNTIL: Until filled	JOB ID # 643980
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The City is an Equal Opportunity Employer.
The Official NYC Web Site: www.nyc.gov



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ADDITIONAL INFORMATION

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

RESIDENCY REQUIREMENT

New York City Residency is not required for this position.

TO APPLY

To Apply: Please submit resume and cover letter to nyc.gov/ocmecareers Job ID# 643980. Please note that only candidates selected for interview will be contacted for this position.

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